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Bulletin Number	27301BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Health Services
Position Title	DEPARTMENTAL CHIEF INFORMATION OFFICER I
Exam Number	Y2575C
Filing Type	Open Continuous
Filing Start Date	11/15/2013
Salary Type	Monthly
Salary Minimum	9094.31
Salary Maximum	13764.98
Special Salary Information	**TIER II SALARY S13** **Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.**
Benefits Information	**Non-Represented Employees** • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Under the direction of the Department of Health Services' (DHS) Chief Information Officer, incumbents are responsible for managing the planning, design, coordination, development, implementation, and maintenance of automated information systems at the DHS Medical Centers and Rehabilitation Center. Incumbents have the responsibility for formulating and implementing related policies and making decisions that affect resource allocation and the scope, direction, and control of proposed information systems. These positions ensure the continuous operation and delivery of enterprise-wide integrated business and administrative information services through management of multiple information and communication systems including voice, data, workflow, imaging, and office automation. Departmental Chief Information Officer I is distinguished from Departmental Chief Information Officer II in that the latter typically manages an information technology budget and provides services to a user base that are of greater size, scope, and complexity; with information technology services provided having broader impact on public health, safety, and welfare. In addition, these positions lead the department in developing, coordinating, and implementing information technology projects and initiatives that improve cost effectiveness and service delivery. Incumbents in this class work with senior management to develop and execute strategic plans to optimize the use of information technology in support of departmental objectives. This responsibility includes identifying and integrating long-range automated information systems requirements into departmental strategic plans to ensure the meeting of Federal, State, or other data collection and reporting mandates.
Essential Job Functions	Plans, organizes, assigns, directs, and evaluates the information technology activities of the department. Defines long-range automated information systems requirements;

coordinates departmental input and recommends information system priorities, plans, policies, and procedures to department management.

Establishes and operates information systems governance structures within the department to ensure integrity of information technology architecture, system interoperability, support for critical systems, and alignment of information technology initiatives and resources with the department's strategic plan.

Analyzes and assesses current and proposed plans; oversees and manages the development, design, implementation, and maintenance of automated information systems to ensure achievement of strategic long-range information requirements; and integrates plans into overall strategic departmental plans.

Directs the development and maintenance of enterprise systems architecture and defines standards and protocols for data exchange, communications, software, and interconnection of the department's health care information systems.

Develops and maintains IT policies and standards relating to the acquisition, implementation, and operation of information technology and communication systems to ensure that information integrity, security, and privacy are maintained.

Directs the development and preparation of the departmental automated information systems budget for inclusion into the overall budget and Chief Information Office Business Automation Plan.

Directs the preparation of recommendations and justifications for additional resources including personnel, space, and materials necessary to meet the department's information technology requirements.

Directs feasibility studies for proposed automated information systems, including the research and evaluation of alternatives for the enhancement or re-engineering of existing systems; participates in joint feasibility studies with the Chief Information Office, Chief Executive Office, and other County departments and agencies.

Assesses departmental information systems equipment and/or service requirements and makes recommendations to purchase/lease equipment and/or contracted services.

Monitors vendor performance for contracted automated information system services including system development, implementation, and maintenance.

Consults with department management and users to identify system integration and modification needs requirements and develops appropriate plans in accordance with these requirements.

Confers with senior department management, Chief Information Office, Chief Executive Office, other County departments, and State and Federal officials regarding implementation and maintenance of information systems necessary to meet data collection and reporting mandates.

Plans and supervises the development and delivery of training programs for management and technical personnel on the use and maintenance of automated systems and equipment.

Trains or supervises the training of new employees in the work of the Department.

Advises department management of existing and emerging IT issues and trends and their implications for current and proposed departmental information systems.

Represents the department on County-wide information systems committees and task forces involved in or leading the development of large-scale automated information systems.

Represents the department on committees and in meetings with Federal, State, and County officials and with other local government agencies.

Provides recommendations to policy and procedural development in accordance with local, State and Federal regulatory compliance standards.

Requirements

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Selection Requirements:

Option I: Graduation from an accredited* college or university with a Bachelor's degree in Business Administration; a discipline related to the core business function of the department; or Computer Science or a closely related field **AND** four (4) years of progressively responsible** experience managing the design, development, implementation, operation, and maintenance of large and complex information systems in a large, multi-service public- or private-sector organization. This experience must have included the management of technical information systems functions and administrative functions such as budgeting, finance, and personnel.

Option II: Two (2) years of experience, within the last three (3) years, at the level of Los Angeles County's class of Information Systems Manager I*** or Information Technology Manager II****.

Option III: Six (6) years of progressively responsible** experience managing the design, development, implementation, operation, and maintenance of large and complex information systems programs in a large, multi-service public- or private-sector organization. This experience must include the management of technical information systems functions and related administrative functions such as budgeting, finance and personnel.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience in managing Quadramed and Affinity applications.
- Experience in serving as the Chief Technology Officer for a healthcare IT organization.
- Experience in Electronic Medical Records (EHR/EMR) implementation, such as Cerner Millennium System.
- Experience in managing Information Systems in a Rehabilitation

Setting where services and applications address the coordination of Occupational Therapy (OT), Physical Therapy (PT), and Speech Therapy (ST).
- Experience in directing and managing activities that ensure facility compliance for The Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF) and Health Information Portability and Accountability Act (HIPAA).

Special Requirement Information

*In order to be considered for meeting the Requirements under Option I for this examination, you must present a <u>legible photocopy</u> of your "<u>official</u>" diploma, "<u>official</u>" transcripts, or "<u>official</u>" letter from an accredited institution which shows the area of specialization <u>within 15 calendar days of filing your application online.</u> At the time of appointment, the successful candidate <u>must</u> be prepared to provide an "official" copy of their transcripts from the college or university to verify the required degree(s).

Applications annotated with the possession of the required Degree without photocopy evidence being presented within 15 calendar days of application filing is not acceptable, and will not be considered for meeting the requirements under Option I.

**Progressively responsible experience is defined as a significant increase in the complexity and scope of responsibility in information technology and systems functions over time.

***Experience at the level of the Los Angeles County's class of Information Systems Manager I is defined as: Has responsibility for managing a major project or several small projects in systems development or a major activity of a computer center or central support group, under the direction of a higher level IT manager.

****Experience at the level of the Los Angeles County's class of Information Technology Manager II is defined as: Under direction, plans, organizes and directs the activities of a major information systems division, or a major section in a large department, providing effective technology programs and services to support achievement of departmental and County mission and objectives. May function as a departmental Chief Technology Officer (CTO) or an associate Chief Information Officer in a medium to large sized County department.

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AT THE TIME OF FILING. NO WITHHOLD IS ALLOWED FOR THIS EXAMINATION.

VERIFICATION OF EXPERIENCE DOCUMENTS/LETTERS (VOE) <u>WILL NOT</u> BE ACCEPTED/CONSIDERED FOR THIS EXAMINATION. ANY VOE PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED.

Accreditation Information

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

Candidates determined to meet the qualifications as specified in this job announcement by the screening process will be invited to a structured

face-to-face examination interview weighted at 100%. The interview is designed to evaluate job preparation, interpersonal and oral communication skills, analytical and decision-making ability, work skills, adaptability, dependability and ethics, management, leadership, administrative ability and possession of the specified desirable qualifications.

Candidates must achieve a passing score of 70 percent or higher in this examination in order to be placed on the eligible register.

Special Information	Appointees may be required to work any shift including evenings, nights, weekends and holidays.

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found to be unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE BUT ARE NOT LIMITED TO:

Felony convictions

Certain job-related misdemeanor convictions

Certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at fault accidents and driving under the influence)

Illegal use and/or sales of controlled substances

Poor employment history

Vacancy Information

The resulting eligible register from this examination will be used to fill a vacancy at Rancho Los Amigos National Rehabilitation Center in Downey, CA.

Eligibility Information

The names of candidates receiving a passing score in the examination will be added to the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Passing this examination and being added to the eligible register does not guarantee an offer of employment.

No person may compete in this examination more than once every twelve (12) months.

Available Shift   Any

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) **ONLY. Facsimile and hardcopy applications will not be accepted.**

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

This examination is subject to closure without prior notice.

Applications must be completed and **submitted online by clicking on the tab above or below this bulletin that reads Apply to Job.** You can track the status of your application online and receive notification of your progress by email.

All correspondence to applicants will be sent electronically with the exception of the final examination result notice.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted.

Note: You may upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 869-0942 or email the documents to the exam analyst **within 15 business days of filing online.** Please include your name, the exam number and exam title on the faxed or emailed documents.

The acceptance of your application will depend on whether you have <u>**clearly**</u> shown that you meet the **REQUIREMENTS** based on the information provided on the application at the time of filing . It is to your advantage to provide complete and thorough information for evaluation, including complete dates (MM/DD/YY). Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements."

Résumés may be added to your application, but cannot be substituted for the Education and Experience portions of the County application.

ADDITONAL INFORMATION REGARDING ONLINE FILING:

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed using computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD : ALL APPLICANTS MUST FILE THEIR APPLICATION ONLINE USING THEIR OWN USER ID AND PASSWORD. Using a family member of friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Donna Evans
Department Contact Phone	(323) 890-7924
Department Contact Email	doevans@dhs.lacounty.gov
ADA Coordinator Phone	(323) 869-7124
California Relay Services Phone	(800) 735-7924
Job Field	Information Technology
Job Type	Professional

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